

## MEMORANDUM

To: Margaret Jurgensen, Election Director

From: Christine Rzeszut, Operations Manager

Date: April 12, 2019

Re: Arrangements with the City of Takoma Park, MD for the 2020 General Election –  
Initiate Memorandum of Understanding Discussion with Board Attorney and City of Takoma Park

After several earlier meetings with the City of Takoma Park, the most recent meeting between BOE Staff and the City of Takoma Park was held at Precinct 13-67, Don Bosco Cristo Rey High School on April 3<sup>rd</sup>. Persons attending were City Clerk, Ms. Jessie Carpenter, a staff member from Don Bosco, Mr. Stephen Ager, four associates of Ms. Carpenter and Mrs. Rzeszut. The goal of the meeting was to review the site and speak to logistics regarding the conduct of the election where Montgomery County BOE and the City will be co-hosting elections in the same locations. Note, there are five precincts that encompass the City and the City will establish a polling place in each of the precincts.

Below are the talking points that were discussed during this meeting:

- Because of Rank Choice voting and other differences in election policy, it is recommended that the City use a polling room separate from the polling room used by Montgomery County. It was noted that Montgomery County Government will *not* be fiscally responsible or pay for the municipal election which includes Rank Choice.
- An MOU clarifying the processes on Election Day will be prepared by the Montgomery County Board of Elections Attorney, Mr. Kevin Karpinski. The City staff was asked to submit a diagram of each polling room to be included as exhibits attached to the MOU.
- The City was advised when using facilities that are part by the Archdiocese of Greater Washington (i.e. Don Bosco) an insurance policy is required through Catholic Mutual.
- Five (5) precincts within the municipal boundary will host voting for the City election – Precinct 13-04; Takoma Park ES, Precinct 13-06; Piney Branch ES, Precinct 13-21; Takoma Park MS. Precinct 13-67; Don Bosco Cristo Rey HS, and Precinct 13-68; Takoma Park Rec Center.
- Ms. Carpenter was provided with a Municipal Election Information document prepared by the State Board of Elections, an election, vendor catalog and diagrams depicting the Don Bosco school property and polling room.
- It was asked if the City has chosen their voting system. The answer is "no." Decisions are pending. It is believed the City will use a paper ballot and potentially be conducting a hand count. It was mentioned that the City will be required to contract ES&S (or an election vendor of their choice) as the City can not use equipment programmed for the Federal/State election in Maryland.
- It was also mentioned that Montgomery County does not have a reserve of EPBs to supply the City as has been the custom in the past. Also, the City was reminded if they use a paper-based system, secure ballot boxes will be required.
- Montgomery County will be able to provide paper registries for back-up purposes.
- One of the criteria in logistics was stated that voter lines into the polling rooms will need to be separate and that the City should be prepared to have staff available to direct voters.
- The City Clerk will provide to Ms. Jurgensen the legal statute confirming the new laws. It is BOE's understanding that the Municipal Election code was changed to permit the coexistence of municipalities and regular Federal/State General Elections; otherwise as in the past, the elections were held in separate locations, i.e., Poolesville, MD.